## DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING – MS-32 1120 N STREET P. O. BOX 942874 SACRAMENTO, CALIFORNIA 94274-0001 TELEPHONE (916) 653-8766 FAX (916) 653-1447



July 13, 2001

To: REGIONAL TRANSPORTATION PLANNING AGENCIES

Subject: Title VI Reports for Federal Transit Administration (FTA) Sections 5303 and 5313(b) Funding

We are requesting Title VI Reports for the FTA, 49 USC, Chapter 53, Sections 5303 and 5313 (b) funds. The California Department of Transportation is requesting these reports pursuant to UMTA (Federal Transit Administration) Circular 4702.1, which is enclosed for your information (Attachment A).

Circular 4702.1 has two main categories of reporting requirements, General and Program Specific. All Regional Transportation Planning Agencies (RTPA) receiving FTA 5303 and/or 5313(b) funds are required to comply with the General Reporting Requirements as identified on page III-1 of Circular 4702.1. The FTA Circular specifies three General Program Requirements and states each of the affected RTPAs shall maintain and submit the following items as they relate to Title VI:

- 1. A list of any active lawsuits or complaints naming either the Metropolitan Planning Organization (MPO)/RTPA or sub recipient which allege discrimination on the basis of race, color or national origin.
- 2. A description of all pending applications for Federal assistance from all Federal agencies.
- 3. A summary of all civil rights compliance review activities conducted in the last three years. The summary should include the following: the purpose or reason for the review; the name of the agency or organization that performed the review; a summary of the findings and recommendations of the review; a report on the status and/or disposition of such findings and recommendations.

The Program Specific Requirements are located on page III-9 of the Circular. This Circular requires MPOs to prepare a Title VI Report once every three years if any of the following applies:

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- The MPO is located within an urbanized area with a population over 200,000.
- Receives either FTA 5301-5326 (including 5303, formerly Section 8, Metropolitan Planning) or 5307-5336 grants (formerly Section 9, Block Grants).

In order to comply with the Program Specific Requirement as specified in Circular 4702.1, MPOs must take the following actions:

- 1. Assessment of Planning Efforts.
- 2. Monitor Title VI Activities.
- 3. Information Dissemination.
- 4. Minority Participation in the Decision-Making Process.
- 5. Minority Representation on Decision-Making Bodies.

Rural non-MPO RTPAs are not required to provide any of the Program Specific Requirements. The Title VI Reports should cover the time period from July 1, 1998 through June 30, 2001. We have also enclosed a list of all the recipients of FTA 5313(b) funds from the past three years (Attachment B). The reports are due by <u>September 30, 2001</u> and should be sent to:

Garth Hopkins
California Department of Transportation
Division of Transportation Planning, MS-32
P.O. Box 942874
Sacramento, CA 94274-0001

After receiving the Title VI reporting responses from the MPOs/RTPAs, we will compile a summary for submittal to the FTA. This summary will be sent to Mr. Derrin Jourdan, FTA Region IX Civil Rights Officer. Please call Garth Hopkins at (916) 654-8175 if you have any questions regarding these Title VI Triennial Report requirements. Thank you in advance for your cooperation.

Sincerely,

Sharon Scherzinger, Chief Office of Regional and Interagency Planning

Enclosures

c: Ray Sukys –FTA
Dennis Scovill – FHWA
Lance Yokota – FHWA
Derrin Jourdan – FTA